

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling Se	ection.	
	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Education	Application Number
	Office of Administrative Services	1 81-184-A
Application Number	Fiscal Services Division	Date Received Date Completed
	Grants Management Section Atlanta, GA 30334	FEB 7 1983 FEB 2 8 1983
2. Person to Contact	Working Title	Telephone Number
Jack Richardso	•	·
3. Action Requested		
	chedule; record will continue to accumulate.	
	umulation; no further accumulation anticipated.	·
	o. 81-184 Check One: ☑ Change; ☐ Superc 5. Records Series Title (followed by title used in office; if a	
Earliest Latest	o. Tresorde Series Flue (Followed by tide us ed in OTICE; if (धाराचा साध्
1981 To Date	TEACHER PAYROLL COMPUTERIZED PROCE	SSING FILES
6. Division and Office Function	What is the function of the Division and the Office in	
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		1
	NO CHANGE	
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	1	7.
7. Record Series Description	This file contains the following documents (include form real Attach samples of the file.	numbers and titles, if any):
Documents relating to:	English State of the second se	. 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
		7. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.
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	NO CHANCE	
1	<u>NO</u> <u>CHANGE</u>	
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File is arranged:		
· ·	· · ·	:
8. Monthly Reference Rate	How often are records referred to which are:	
•	Seven to twelve months old; Thirteen	to twenty-four months old
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twenty-five months and older 9. Annual Rate of Accumulation		
ı	; Legal-size drawers; Shelves	Other (mariful
Correl Size Or awals	Coyal vice in evel 5 , Shelves ,	, which (400117)
R-50-71; Nev. 76	(Over)	

YES NO 10. Questio		X" in the proper of	oiumn)		· · · · · · · · · · · · · · · · · · ·
	he official copy of the	e series?			
		idential information	n requiring se	curity handling? If yes, cite la	·
c. Is this a	vital record?				·
	is series have historic				
	ne or two documents		necessary to	keep the entire file for a long p	eriod, could these
	nformation contained	<u> </u>	oublished?	f ves. attach copy.	
g. Is the ir	i i i i i i i i i i i i i i i i i i i	in this series ever a		or recorded in a summarized re	port?
	a duplication of this		e, or in anot	her office or agency?	
i. Is this s	eries (or a major port	tion of it) regularly	microfilmed	?	
i. Does th	e record series result	in a computer prin	tout?	-	
11. Retention Requires	nents T	he following requir	es the series	to be kept:	
a. State Law		years.	· d.	Audit period	years.
b. Statute of limita		years.		Administrative need	years.
c. Federal law		years.		Federal retention instructions	years.
Attach conv or evo	ert of laws or regulati	ions Evolain edmi:	nistrativa nov	edi a a a a a a a a a a a a a a a a a a a	
Attack copy or exc	er for 16M3 Or tedinisti	ions, Expiem aumi	HISH BLIVE DE	.u.	· · · · · · · · · · · · · · · · · · ·
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12. Approved Disposition		<u> </u>		e file series be cut off at the end	
☐ Transfer to local☐ Transfer to State☐ Destroy.	ent files area I holding area; hold _ e Records Center; ho e Archives for perman	year(s) Idyea	; then	aj, viigii	
- Circi (Opcoliy)					
·			•		
CHANGE	EDSI0230-R1, A	verage APEG S	Salaries,	as follows, effectiv	e 1981-82 school year
c				$\frac{106}{108}$ (requisition 3, Ja $\frac{108}{108}$ (requisition 4, Ma	
_	hanga UPaguisi	tion 2: file	with Too	cher." to "Requisiti	on 4. file "
c	mange kequisi	rion 7: ille	with Teg	cher to Kedniziti	On 111C.
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These instructions	apply to all prior and	future accumulațio	ons of the ser	ies.	
Anney Head (De d'	/Sinnah-sal		Banada 64	Innerament Officer Pieces	Date
Agency Head/Designee	(Syrighter)	Date		anagement Officer (Signature)	1 1-
John U. B	arker fr.	12/4/83	Wal	ber L. Baung	aidna 2/4/83
U	<u>/</u>		St	ete Records Committee (Signa	ture) Date
Recommendations in pegraph 12 are approved.		ditor/Designee	Tha	-W	2-22-83
graph 12 are approved. (If disapproved, attach i of explanation.)	letter A	of State/Designee	4/11/0	ud Wellon	nieka
·			1	1 20	
	Attorney	General/Designee		wyslugar	- 2246
AR-50-71; Rev. 76	_ 	7(Reverse-Side)	07	



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OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address **Application Number** Application Date Department of Education 81-184-A Office of Administrative Services Fiscal Services Division Date Received Date Completed Application Number Grants Management Section SEP 1 7 1981 OCT 26 1981 Telephone Number 2. Person to Contact Working Title 656-2441 Jack Richardson Grants Administrator 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. Amend Application No. 81-184 _ Check One: 🖾 Change; 🔲 Supercede; 🗎 Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest Teacher Payroll Computerized Processing Files What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function No Change This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Included are: No Change File is arranged: How often are records referred to which are: 8. Monthly Reference Rate ____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; One to six months old _____ twenty-five months and older _ 9. Annual Rate of Accumulation of Records _____; Shelves _____; Other (specify) ___ _; Legal-size drawers __

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form, Forward signed original to

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	. Questionnaire		"in the proper co	lumn)	
	 Is this the office If not, where is 	• •	series?		* 5
1	o. Does the series	contain confide	ential information	requiring security handling? If yes, cite law or regulation	on.
(. Is this a vital re	cord?			
			or long term resea		
•	e. When one or tw documents be s			necessary to keep the entire file for a long period, could	these
4				ublished? If ves. attach copy.	
	3. Is the informat	ion contained in		nalyzed and/or recorded in a summarized report?	
·	If yes, attach on the list there a duplication of the list the lis		ries in your office	e, or in another office or agency?	
		a maior portio	n of it) regularly	microfilmed?	
			a computer print	·	
11. Retention	Requirements	The	following require	es the series to be kept:	
a. State I	- max		years.	d. Audit period	years.
	e of limitation		years.	e. Administrative need	·
c. Federa	= ::		years.	f. Federal retention instructions	
Attach co	ppy or excert of la	ws or regulation	ns. Explain admir	nistrative need.	
-1					
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				·	
12. Approved	Disposition Instr			ends that the file series be cut off at the end of each:	
			Calendar Year; 🗆	Fiscal Year; Other	then,
5				constable Above	
				year(s); then	
		_	year(s); year		
☐ Destro		0.00		, 10,, 1	
	fer to State Archi	es for permane	nt retention.		
XX Other		nange the f			
٠.				roll Report (Detail) DE0038	
	El	OSI 0212-R2	Teacher Pay	yroll Report (Summary)	
	Re	ecord (Stat	e Office) Co	ppy: Hold the final confirmation copy	in
				two (2) years; then transfer to the Sta	
			•	four (4) years; then destroy. Hold	
		-	ls' requisiti Irrent fisca]	ions in current files area and destroy	
	a	c end of co	irrent lisca,	i year.	
These ins	structions apply to	all prior and f	uture accumulatio	ons of the series.	
	•••	•			
Agency Head	/Designee <i>(Signa</i>	huen)	Date	Records Management Officer (Signature)	Date
Agency Head	, Jesignee Signa	7 /	/ /	7	
34 94. W	Vegman (WP	9/17/81	Walker L. Baumgardner	9-17-81
		V	, ,	State Records Committee (Signature)	Date
Recommenda graph 12 are a	•	State Aud	itor/Designee	Land Land	1,19,8/
(If disapprove	d, attach letter	(1/28)	5		4-28-8
of explanation	n./	Secretarylof	State/Designee	Carrocellort	1,,
		Attorney G	eneral/Designee	Servelhusan	
AR-50-71; Re	rv. 76		(F	Reverse Side)	



AR-50-71; Rev. 76

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Attention: Scheduling	Section.	
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	State Department of Education	Application Number
	Office of Administrative Services	81-184
Application Number	Fiscal Services Division	Date Received Date Completed
	Grants Management Section 109 State Office Building, Atl. GA 30334	Fro 1 0 1001
0.0		
2. Person to Contact	Working Title	Telephone Number
Jack Richardson	Grants Administrato	or 656-2441
3. Action Requested		
-	Schedule; record will continue to accumulate.	
•	occumulation; no further accumulation anticipated.	
c. W Amend Application 4. Dates of Series	No. 76-124-A Check One: © Change; Superce 5. Records Series Title (followed by title used in office; if di	
Earliest Latest	5. Records Series Title Tonowed by title daed in Office, if all	Trefent)
1050		
1958 To Date	Teacher Payroll Computerized Processing	
6. Division and Office Functio	n What is the function of the Division and the Office in	which this record series is created?
federal and state, be provides forms manage provides systems and	t Section coordinates the administration of etween the department and local units of educement services; administers the departmental procedures services; directs the department of EDP services with the Department of	cation; develops contracts; l records management program; cal space management program;
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.	imbers and titles, if any):
Documents relating to:	Allocating Adequate Program for Education payments to local education agencies.	on in Georgia (APEG) grant
Included are:	See attachment of computer reports from	EDSI 062 computer job.
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File is arranged:	Alphabetically by county system, city sy Services Agency (CESA), and Area Vocation	
8. Monthly Reference Rate	How often are records referred to which are:	*
One to six months old twenty-five months and old	500 Seven to twelve months old 50 : Thirteen ter?	o twenty-four months old;
9. Annual Rate of Accumulation Letter-size drawers	on of Records : Shelves : Shelves : ;	Other (specify) 15" X 20" drawers-8
5.	$\begin{array}{cccccccccccccccccccccccccccccccccccc$	

YES	NO	10. Questionnaire	(Place an ")	In the brober of	Aldinia		
χ		a. Is this the off If not, where	• •	series?			•
	х			iential information	on requiring security handling? If yes, cite Is	w or regulation	
	$\frac{\hat{x}}{x}$	c. Is this a vital r	ecord?			,	
	X				earch value? certain portions do.		1
X		•	two documents scheduled separ		t necessary to keep the entire file for a long	period, could th	nese
	X				published?: If yes, attach copy.		
	X		tion contained	in this series ever	analyzed and/or recorded in a summarized r	eport?	
	X	if yes, attach h. Is there a dup If yes, where?	lication of this s	series in your offi	ce, or in another office or agency?		
•	X	i. Is this series (or a meior porti	on of it) regularly			
X.		i. Does the reco		n a computer prima	ntout? It is a computer print ires the series to be kept:	out.	
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		te Law		years.	d. Audit period		
		tute of limitation eral law		years. years.	e. Administrative need f. Federal retention instructions		years. years.
•	y, F e u	aigi igyy		year 3.	i, i duciar delicition mad delicits		years.
,	Attach	copy or excert of	laws or regulation	ns. Explain adm	inistrative need.		
				•		e .	
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			(See Att	achment)			
12	Anneau	red Disposition Inst	ructions Th	is agency recomp	nends that the file series be cut off at the end	d of each:	
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Ageni Ageni	Traid Des Traid Oth	nsfer to local holdingsfer to State Reconstroy. Insfer to State Archier (Specify) Instructions apply to differ the state of the state	is areang area; holdng area; holdnds Center; hold ives for permane (See Att		year(s); then ar(s); then ons of the series. Records Management Officer (Signature)	ner	Date / 2 - 16 - 81 Date
Ageni Je Recor	Trail Des I Trail Oth	nsfer to local holdingsfer to State Recontroy. Insfer to State Archiver (Specify) Instructions apply to display to displ	is areang area; holdng area; holdnds Center; hold ives for permane (See Att	year(s year(s ye ent retention. achment)	year(s); then ar(s); then ons of the series. Records Management Officer (Signature) Walker L. Baumgard	ture)	Date 2-16-81 Date 3-11-81
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